

BASIC TEACHING CERTIFICATE

Extension Requirements

- ❖ If you **have not** completed 3-years of full-time teaching experience by end of your **3rd year** of certification
 - ✓ Send a request for a 1 or 2 year extension to the Southern Union Registrar in writing (mail or email)

- ❖ If you **have not** completed 3-years of full-time teaching or 5-years of part-time teaching experience by end of your **5th year** of certification
 - ✓ Complete 6 academic semester hours to extend your certificate for 2 years
 - ✓ Submit an official academic transcript to the Southern Union Registrar's office
 - ✓ All courses must be completed within the most recent five (2) years